

EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
AUGUST 19, 2013 MINUTES

1. CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 7:00 p.m. by Chairman Legassie, Commissioners Percoski, DeSousa, LeBorious and Burnham were present.

2. MEETING MINUTES OF:

Regular Meeting of July 15, 2013

The minutes of the Regular Meeting of July 15, 2013 were reviewed by all commissioners present. A motion was made by Commissioner Burnham, seconded by Commissioner DeSousa to accept the minutes as presented. The motion passed unanimously.

Special Meeting of July 29, 2013

Commissioner DeSousa requested the minutes reflect a motion presented by Commissioner Burnham and seconded by Commissioner LeBorious to establish a Pilot Committee that includes Commissioner DeSousa and Commissioner LeBorious and that the Pilot Committee is hereby authorized to present payment for the remaining balance of 2013's pilot to the Town of East Windsor. The Committee is also charged with negotiating future Pilot Terms on behalf of the East Windsor Housing Authority. The motion passed unanimously. Commissioner Burnham moved to accept the minutes of the Special Meeting of July 29, 2013 with the stated corrective the motion was seconded by Commissioner Percoski. The motion passed unanimously.

3. FINANCIAL REPORTS

The financials reports were presented by Elaine A., East Windsor Housing Authority Accounts Manager Consultant. After detailed review and discussion a motion was made by Commissioner Burnham and seconded by Commissioner LeBorious to acknowledge the receipt of the financial report. The motion passed unanimously.

4. LEGISLATIVE BILLS AND COMMUNICATIONS

A. Letter of Resignation - Commissioner Legassie read a resignation letter submitted by Commissioner Percoski. A motion was made by Commissioner LeBorious and seconded by Commissioner DeSousa to accept the resignation of Commissioner Percoski.

B. Election of Treasurer –Tabled

5. REPORT OF THE TEMPORARY EXECUTIVE DIRECTOR

Ms. Desrosiers reported that on-line banking has been instituted. Sherri Martyn has resigned from her janitorial duties with the Authority. Trent DiMauro is no longer with the agency. In an attempt to reduce redundancy, the office will longer duplicate services already provided by the Department of Human Services. Ms. Desrosiers and Laura Clynch have identified a number of activities and community events they would like to offer to residents. We are currently polling tenants for interest. There are three vacant units in active turnover. Two more units will be available approximately September 1, 2013. Issues remain with unit #78. The matter has been turned over to Attorney Lane, however we have not collected any rent since June and it is likely we will not receive any until the eviction process is complete. There are 32 applicants on the waiting list. The

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insurance company has provided funds for the repair of the community room carpet, roof, and ceiling. We have been relieved of a contract upgrade resulting in a 12% decrease in payment for the Neopost Postage Machine. There are currently two pending evictions. One for non-payment of rent and the other for no right or privilege to occupy.

6. POLICIES AND PROCEDURE

A. 13-001 Asset Management - After discussion a motioned was made by Commissioner LeBorions and seconded by Commissioner DeSousa to accept policy 13-0001 Asset Management Directive. The motion passed unanimously.

7. REPORT OF THE TENANT ASSOCIATION – Carmilla Mills

The Tenant Association met August 13th. A potluck picnic will be held on August 30th, all are invited. Next Tenant Association Board meeting will be September 10, 2013.

8. REPORT OF THE PILOT COMMITTEE - Commissioner DeSousa

Pilot money was provided to the Town of East Windsor for the 2012/2013 debt. Our board is to meet with the Board of Selectman in September regarding future payments.

9. PUBLIC COMMENT

Alice Samson #4: Who is Elaine?

Richard Frary #5: Would like print out of budget by month. In January we were told we had \$100,000.00 in the bank. We should have \$84,000.00 - \$1000.00 per unit. We only have \$59,000.00

Richard Roe #51: When is the power company going to install new lamps on the outside parking?

Jeanne Swickles #20: “A lot of people are complaining about the calendar, only want what is going on at Park Hill. The board should check on the spending that is being done, printers, computers – being bought and they were all just purchased.

Viola Andrews#25: Commented on calendar – newsletter name change. The name was voted on. What is the RSC’s job? Cindy got donuts, coffee, bingo.

Karen Nasuta#73: Asked if new Visitor Parking signs could be installed.

K. Khanmirzie #24: Why can’t they get food shelf letter from the office?

Richard Frary #5: RSC told him she has to do what she is told to do. Job has changed

Mary Staple #46: Is it true the tenants are to call when the laundry machine breaks down?

Chairwoman Legassie called a recess at 8:25pm

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Reconvened from recess at 8:40pm

10. OLD BUSINESS

A. STRATEGIC PLANNING

The Strategic Planning Committee will meet September 14, 2013 9:00am – 12:00pm. Ms. Desrosiers will provide SWAT analysis forms for the Committee to prepare before the meeting.

B. Secretary answer Public Comment

12. NEW BUSINESS

A. EXECUTIVE DIRECTOR POSTION

A motion was made by Commissioner DeSousa to go into Executive Session for the purpose of discussing the Executive Director. Commissioner Burnham seconded and the motion was duly approved. The Commissioners went into Executive Session at 9:12pm. No motions were made during Executive Session. Commissioner Percoski made motion to adjourn Executive Session 9:45pm. The motion was by Commissioner Legassie and duly approved.

13. ADJOURNMENT

Commissioner Percoski made a motion to adjourn the East Windsor Housing Authority Commissioners' Meeting at 9:48p.m.

Respectfully submitted,

Marisa Prior
Recording Secretary